
EXTEND TIME TO FILE SCHEDULES

If this motion requires expedited consideration pursuant to the [General Order Adopting Guidelines Governing First Day Matters](#), DO NOT set a hearing date in this event. After completing this event, e:file an [Application for Expedited Consideration of First Day Matters](#) and notify the appropriate judge via e:mail

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| STEP 1 | Choose Bankruptcy from main menu |
| STEP 2 | Choose Motions/Applications category |
| STEP 3 | Enter case number; click [NEXT] |
| STEP 4 | Select Extend Time to File Schedules from drop down list; click [NEXT] |
| STEP 5 | If this is a Joint Filing, place a check in the box and click [NEXT]. If this is not a Joint Filing, click [NEXT] to skip the screen |
| STEP 6 | Select the Party; click [NEXT] |
| STEP 7 | If this motion requires expedited consideration pursuant to the <i>Guidelines Governing First Day Matters</i> , click [NEXT] to skip the Hearing Information screen. Please review the instructions for e:filing an <u>Application for Expedited Consideration of First Day Matters</u> . |
| STEP 8 | Upload .pdf file; click [NEXT] |
| STEP 9 | <i>Select the appropriate event(s) to which your event relates</i> displays. If more than one event displays, place a check in the box next to the Chapter 11 Petition; click [NEXT] |
| STEP 10 | Confirm case name and number; click [NEXT] |

STEP 11 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛ *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

SAMPLE DOCKET TEXT

**Application to Extend Time to File Schedules (related document:[1]
Voluntary Petition (Chapter 13) filed by Debtor Heidi Shep) Filed by John
Smith on behalf of Heidi Shep. (Smith, John)**

STEP 12 **Notice of Electronic Filing** displays.